|  |
| --- |
| **M.Ed and Professional Preparation Certification New Student Orientation** |

The purpose of this orientation is to provide you with important information to guide you through your online program with ease. After reviewing the orientation, if you have questions, please contact the academic advisors at [luacademic@lamar.edu](mailto:luacademic@lamar.edu).

Academic advisors will register you for all of your classes and send a notification to your Lamar email two weeks before each class begins.

|  |
| --- |
| **Important Information** |

New students entering the programs listed below will be required to submit a copy of their teaching certificate and a copy of their service record within the first three days of class. Make sure to request your service record from your district in advance to ensure that you will have it by the third class day. Programs not listed below do not have this requirement.

Educational Administration Professional School Counseling

Educational Technology Leadership Principal Certification

Special Education Superintendent Certification

Educational Diagnostician Educational Diagnostician Certification

|  |
| --- |
| **Getting Started** |

**LU Connect** is your gateway to Lamar University. The direct link is [https://luconnect.lamar.edu](https://luconnect.lamar.edu/). (If you forget, go to *lamar.edu* and click on “Lu Connect.”) Here you will access your Lamar email, LU Learn (Blackboard), Self Service Banner, Bill Pay, and Tech Support.

1. **Lamar Email**- All correspondence from Lamar University will be sent to your Lamar email. The IT Department will send you information on how to set it up. Once you have set up your email, you will need to check it daily.

2. **Self Service Banner**- Self-Service Banner is where you will go to access your registration, transcript, accounting information, financial aid information, and grades. It is imperative that you access your Self-Service Banner account and become familiar with this program.

***Log-in information for Self-Service Banner:***

Username: Student ID number (L-number). *Always* use capital *L.*

Password: Six-digit date of birth (mmddyy)

1. **Pay Bill**- After checking your registration on Self Service Banner, you will need to go to the Pay Bill portal to pay your tuition. Payment is always due one week before a class begins.

***Log in information for Pay Bill:***

Username: Student ID number (L-number). *Always* use capital *L.*

Password: Six-digit date of birth (mmddyy)

1. **LU Learn (Blackboard)**- You will access your classes through LU Learn (Blackboard). Classes load into Blackboard the Friday afternoon before the start date. You will use your LEA username and password to log into Blackboard. It is the same username and password that you will use for your Lamar email.
2. **Tech Support**-Tech support will help you reset passwords and assist with other IT related issues. If you need to contact them, they can be reached at [servicedesk@lamar.edu](mailto:servicedesk@lamar.edu) or at 409-880-2222.

**Keeping Track of Your Program**

**All of the direct links mentioned below can be located by going to the Lamar website, clicking on LU Online, then Graduate Programs, then on your specific program.**

1. Familiarize yourself with your course schedule to ensure you are always registered correctly. You can access your course schedule by clicking on your program below:

***[M.Ed Educational Administration](https://www.lamar.edu/education/_files/documents/educational-leadership/7-18-ed-admin-schedule.pdf)***

[***M.Ed Teacher Leadership***](https://www.lamar.edu/education/_files/documents/teacher-education/18-teacher-leadership-schedule.pdf)

[***M.Ed Educational Technology Leadership***](https://www.lamar.edu/education/_files/documents/educational-leadership/9-18-ed-tech-schedule.pdf)

[***M.Ed Special Education***](https://www.lamar.edu/education/_files/documents/teacher-education/18-special-education-generalist-schedule.pdf)

[***M.Ed Educational Diagnostician***](https://www.lamar.edu/education/_files/documents/teacher-education/10-18ed-diagnostician.pdf)

[***M.Ed Clinical Mental Health Counseling***](https://www.lamar.edu/education/_files/documents/cndv/18-clinical-mental-health-counseling-schedule.pdf)

[***M.Ed Professional School Counseling***](https://www.lamar.edu/education/_files/documents/cndv/18-counseling-development-prof-school-counseling-schedule.pdf)

[***M.Ed Marriage, Couple and Family Counseling***](https://www.lamar.edu/education/_files/documents/cndv/18-marriage-couple-family-counseling-schedule.pdf)

[***Principal Certification***](https://www.lamar.edu/education/_files/documents/educational-leadership/7-18-principal-cert.pdf)

[***Superintendent Certification***](https://www.lamar.edu/education/_files/documents/educational-leadership/7-18-superintendent-cert-schedule.pdf)

[***Educational Diagnostician Certification***](https://www.lamar.edu/education/_files/documents/teacher-education/18-educational-diagnostician-certification-schedule.pdf)

1. Always be aware of [***Critical Dates and Deadlines***](https://www.lamar.edu/education/critical-dates-master-of-education.html)***.***
2. **Paying**-You may pay for one class at a time each semester as long as you meet the payment deadlines.
3. **Payment Deadline** is always one week before a class begins. If you get dropped after the payment deadline, you can be reinstated up until the census date. To get reinstated, you will need to email the academic advisors at [luacademic@lamar.edu](mailto:luacademic@lamar.edu).
4. **Census/Non-Payment Drop** is the last day to pay for a class before getting dropped. After the census date you are not able to be registered or added back into a class and will have to wait until the next time it is offered.
5. **Dropping a class**- If you need to drop a class, please email the academic advisors at [luacademic@lamar.edu](mailto:luacademic@lamar.edu). No drops can be processed over the phone.

**Financial Aid**

If you will be using financial aid, make sure to have everything in order before the payment deadline to avoid being dropped for non-payment. For information regarding financial aid please visit the website at [***Financial Aid***](https://www.lamar.edu/financial-aid/index.html)***.***

**Remember…**Financial aid will never pay for only one 3-hour class a semester. In order to receive financial aid you must be registered for at least five hours (or two classes) during a semester.